Memorandum of Understanding  
Additional Characteristics of Research Faculty Appointments

Candidate:  NAME  
Title:  Research Assistant Professor  
Department:  DEPARTMENT NAME  
Date:  DATE

Formatting Note: Bullet points in blue cannot be changed. Bullet points in black should be tailored to the candidate’s appointment and the department’s policies and procedures.

- Research faculty appointments are without tenure. While possible, it is unlikely that a research faculty position will be converted to an appointment in the instructional (tenure) track at the University of Michigan.

- Continuation of research faculty appointments is subject to performance that meets or exceeds the appointing department and University criteria and the availability of continued funding.

- The mentoring and career development of research faculty is an important issue. Helpful information is provided in “Giving and Getting Career Advice: A Guide for Junior and Senior Research Faculty” developed by the UM ADVANCE Program and the University of Michigan Office of Research (see link below). Consult with your department leadership on this issue.

- The University has a mandatory unit review policy: Research Assistant Professors appointments: a mandatory school level review by the third (3rd) year and a mandatory University level review by the seventh (7th) year. Consult the University and school/college/unit policies for the detailed policies governing your appointment. (See links below.)

- On an annual basis faculty submit an activity report, which is used by the Appointments, Promotions and Awards committee to conduct performance reviews. The results are discussed with each individual faculty member as part of an annual meeting with the Chair of the Department, including performance in the previous year, expectations for the coming year and if applicable, an annual salary adjustment.

- Funding for salary and benefits for this appointment will be for three years from Dr. John Smith’s NIH RO1 grant, “Molecular Immunology in Psoriasis” and from your American Heart Association grant “DNA sequencing of Psoriasis”. You will also share lab space with Dr. John Smith in BSRB until such time you have acquired sufficient external funding to warrant your own lab space. The Department will provide you with start-up funding of $5,000 each year for the first three years. After the initial three years, should salary support from Dr. John Smith’s grants or your own grants no longer be available, then the Department will not be responsible for covering your salary.
• It is the Department of XXXX’s expectation for Research Assistant Professors to continue to generate their individual salary support on sponsored funds and to acquire independent funding (such as an NIH RO1) by the end of the seventh year of your appointment.

• Bridging support from the UMOR, Department of XXXX, and the Medical School is as follows:
  
<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Support Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 3</td>
<td>Not eligible</td>
</tr>
<tr>
<td>3-5</td>
<td>Up to two months</td>
</tr>
<tr>
<td>5-10</td>
<td>Up to three months</td>
</tr>
<tr>
<td>10+</td>
<td>Up to six months</td>
</tr>
</tbody>
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Links to University policies referred to in this MOU:

• University and Medical School policies for the Appointment and Promotion of Research Faculty.
  UMOR Research: http://research.umich.edu/research-faculty/appointments-and-promotions/
  Provost: http://www.provost.umich.edu/faculty/appointment_guidelines/offer_guidelines.html
  Medical School: http://med.umich.edu/medschool/faculty/app_promo.htm

• UMOR Policy on Bridging Support: http://research.umich.edu/research-faculty/appointments-and-promotions/#16

• Giving and Getting Career Advice: A Guide for Junior and Senior Research Faculty” developed by the UM ADVANCE Program and the University of Michigan Office of Research.
  http://www.advance.rackham.umich.edu/ResearchFacultyCareerGuide.pdf

NAME (Department Chair) Date

NAME (Mentor) Date

I understand the additional characteristics of my appointment to the position of Research Assistant Professor in Department of XXXX as described above:

NAME (Candidate) Date